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**Environmental Management**



# NetDMR Data Entry Walk-through

Step by step Guide

NetDMR Test:

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

NetDMR Live/Production:

<https://netdmr.epa.gov/netdmr/public/home.htm>



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# **IDEM NetDMR Contact Information**

**Gary Starks, Section Chief: 317-232-8694**

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**Rose McDaniel: NetDMR Assistance 317-233-2653**

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# IDEM NetDMR Training

- Located at <http://www.in.gov/idem/6765.htm> for IDEM NetDMR training information:
  - 1. *NetDMR Registration Walk-Through*
  - 2. *NetDMR Data Entry Walk-Through*
  - 3. *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
    - Revising NetDMRs
    - Importing Data to NetDMR
    - Viewing/Printing the completed NetDMR



## **NetDMR test vs. production/live**

- **IDEM suggests the NetDMR user first try NetDMR in a test environment, prior to registering for the NetDMR live/production system.**
- **Use the following instructions for NetDMR test**
- **Upon (IDEM) approval, use them for NetDMR live (production) system, for DMR submittal**



## **NetDMR Test vs. Production/Live**

- NetDMR Test – not connected to EPA database
  - Used to see how to register for NetDMR
  - And how to submit a NetDMR and MMR/MRO
- NetDMR (live/production) – uploads to EPA database every night
  - Requires the submittal of Subscriber Agreement
  - Used to satisfy DMR and MMR/MRO requirement



# **NetDMR Data Entry Outline**

- **Login, locate the DMR and Enter Data**
- **Use NODI codes correctly**
- **Add comments when necessary**
  - Save work every 20 minutes
- **Acknowledge and/or Correct Errors**
- **Attachments**
- **Electronically Sign and Submit DMR(s)**





## **Login to NetDMR:**

- **Must be registered in NetDMR (test or live)**
- **See “NetDMR Registration Walk-Through” for more information about registering:**
  - <http://www.in.gov/idem/6765.htm>
- **Choose correct instance – “Indiana DEM”**
- **Enter ID and password and click “Submit”**



## Locate the DMR

- Select a permit number from the dropdown menu and click “Update”
- If “Search” is clicked with no other criteria, a list of all permitted features with DMRs associated with that permit (available for data entry) will be displayed.

2.  
2.

**Permit ID:** IN0038873

**Facility:** All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

**Permitted Feature:** All

**Discharge:** All

**Monitoring Period End Date Range:**   (mm/dd/yyyy)

**Edited or Submitted By:** All

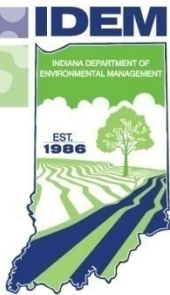
**Status:**

Ready for Data Entry  
NetDMR Validation Errors  
NetDMR Validated  
Imported  
Signed & Submitted  
Submission Errors/Warnings  
Completed

 (Hold down CTRL or Mac command key to select/deselect multiple)

**COR Confirmation #:**



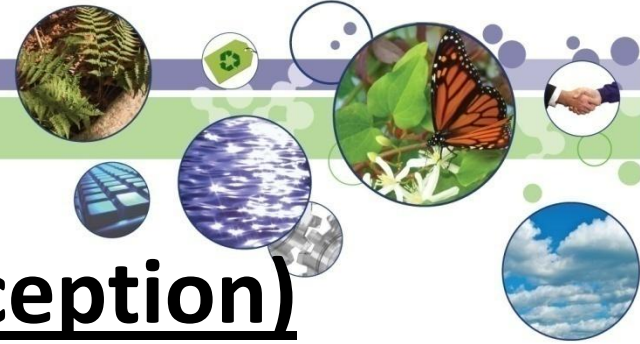


## Locate the DMR (2)

- Select a DMR “Ready for Data Entry” and click “Go”

The screenshot shows the NetDMR web application interface. At the top, there's a navigation bar with links like Home, My Account, Request Access, Help, and Logout. Below this is a header section with the NetDMR logo and a session lockout timer. The main content area is divided into several sections. On the left, there's a sidebar with links for Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, View Permits Users, and Download Blank DMR Form. The central part of the page displays the 'DMR/COR Search Results' section. It includes a table with columns for Next Step(s), Permit ID, Facility, Permitted Feature, Discharge #, Discharge Description, Monitoring Period End Date, DMR Due Date, Status, COR Received Date, Include in Batch Submit, Include in Batch COR Download, and Update NODI. A single item is found in the table, with the status 'Ready for Data Entry' highlighted by a green box and an arrow. A red box highlights the 'Go' button in the 'Next Step(s)' column for this item. The footer of the page shows the copyright notice '©2008 NetDMR'.

| Next Step(s)                                   | Permit ID | Facility                | Permitted Feature | Discharge # | Discharge Description   | Monitoring Period End Date | DMR Due Date | Status               | COR Received Date | Include in Batch Submit                                | Include in Batch COR Download                          | Update NODI  |
|--|-----------|-------------------------|-------------------|-------------|-------------------------|----------------------------|--------------|----------------------|-------------------|--|--|--|
| <a href="#">Edit DMR</a><br><a href="#">Go</a> | IN0038873 | DOE CREEK MIDDLE SCHOOL | 001               | 001-A       | DOE CREEK TO BUCK CREEK | 02/29/12                   | 03/28/12     | Ready for Data Entry |                   | <a href="#">Check All</a><br><a href="#">Clear All</a> | <a href="#">Check All</a><br><a href="#">Clear All</a> | <a href="#">Check All</a><br><a href="#">Clear All</a> |



## **(NetDMR Submittal Exception)**

- Do not enter WETT data in NetDMR.
  - WETT (Whole Effluent Toxicity Tests) data must still be mailed (as a lab report) to IDEM for verification of analysis, as per permit
  - IDEM will complete the WETT DMR upon analysis verification, for the facility



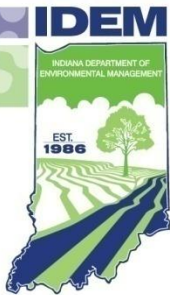
## **Sludge DMRs, if applicable**

- Sludge DMR data should be entered into NetDMR if Sludge DMRs are required by EPA for this facility and are available in NetDMR system
  - Region 5 EPA contact for Sludge DMRs is James Coleman  
[Coleman.James@epamail.epa.gov](mailto:Coleman.James@epamail.epa.gov)



## **Complete the CSO NetDMR if Applicable**

- IDEM traditionally has completed the federal Combined Sewer Overflow (CSO) DMR for applicable NPDES permittees, using data from their submitted state CSO DMR
- Permittees should now complete their federal CSO DMR in the NetDMR system
  - attach the completed state CSO DMR prior to submitting the federal CSO NetDMR



## Locate the DMR (3)

- Complete the Executive Officer Information and Save
- “Collapse Header” button toggles to “Expand Header”

**Edit DMR**

**Permit**

|                    |                         |                    |   |
|--------------------|-------------------------|--------------------|---|
| Permit ID:         | IN0038873               | Major:             | <input type="checkbox"/>                    |
| Permittee:         | DOE CREEK MIDDLE SCHOOL | Permittee Address: | 2279 S 600 W<br>NEW PALESTINE, IN 461639801 |
| Facility:          | DOE CREEK MIDDLE SCHOOL | Facility Location: | 2279 S 600 W<br>NEW PALESTINE, IN 461639801 |
| Permitted Feature: | 001 - External Outfall  | Discharge:         | A - DOE CREEK TO BUCK CREEK                 |

**Report Dates & Status**

|                    |                             |               |          |
|--------------------|-----------------------------|---------------|----------|
| Monitoring Period: | From 02/01/12 to 02/29/12   | DMR Due Date: | 03/28/12 |
| Status:            | <b>Ready for Data Entry</b> |               |          |

**Considerations for Form Completion**

FLOW METER(S) SHALL BE CALIBRATED AT LEAST ONCE ANNUALLY. SEMI PUBLIC HANCOCK COUNTY

**Principal Executive Officer**

|             |                      |            |                      |
|-------------|----------------------|------------|----------------------|
| First Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Title:      | <input type="text"/> | Telephone: | <input type="text"/> |

**No Data Indicator (NODI)**

Form NODI:





# Enter DMR Data

- The DMR with empty blanks is below the header
- “List” buttons will provide a list of various codes, with explanations

Expand Header

Permit ID: **IN0038873** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: **02/29/12** | DMR Due Date: **03/28/12** | Status: **Ready for Data Entry**

Form NODI:

| Parameter          | NODI                    | Quantity or Loading |                |                       | Quality or Concentration |                            |               |                      | # of Ex.             | Freq. of Analysis | Smpl. Type |
|--------------------|-------------------------|---------------------|----------------|-----------------------|--------------------------|----------------------------|---------------|----------------------|----------------------|-------------------|------------|
| Code               | Name                    | List                | Value 1        | Value 2               | Units                    | Value 1                    | Value 2       | Value 3              | Units                | List              | List       |
| 00300              | Oxygen, dissolved (DO)  | Smpl.               |                |                       |                          | =                          |               |                      | mg/L                 |                   |            |
| 1 - Effluent Gross |                         |                     |                |                       |                          |                            |               |                      |                      |                   |            |
| Season: 2          |                         | Req.                |                |                       |                          | >= 5 Daily Average Minimum |               |                      | Milligrams per Liter | Twice Every Week  | GRAB-2     |
| NODI:              |                         | NODI                |                |                       |                          |                            |               |                      |                      |                   |            |
| 00400              | pH                      | Smpl.               |                |                       |                          | =                          |               | =                    | SU                   |                   |            |
| 1 - Effluent Gross |                         |                     |                |                       |                          |                            |               |                      |                      |                   |            |
| Season: 0          |                         | Req.                |                |                       |                          | >= 6 Daily Minimum         |               | <= 9 Daily Maximum   | Standard Units       | Twice Every Week  | GRAB       |
| NODI:              |                         | NODI                |                |                       |                          |                            |               |                      |                      |                   |            |
| 00530              | Solids, total suspended | Smpl.               | =              | =                     | lb/d                     |                            | =             | =                    | mg/L                 |                   |            |
| 1 - Effluent Gross |                         |                     |                |                       |                          |                            |               |                      |                      |                   |            |
| Season: 2          |                         | Req.                | <= 5.6 Monthly | <= 8.4 Maximum Weekly | Pounds per Day           |                            | <= 30 Monthly | <= 45 Maximum Weekly | Milligrams per Liter | Weekly            | COMP24     |

Done

Internet 100%





# Enter DMR Data (2)

- If no discharge for entire outfall select “C - No Discharge” at “Form NODI” – all parameters will then be coded as “No Discharge”

Expand Header

Permit ID: IN0038873 | Permitted Feature ID: 001 | Discharge: A | Monitoring End Period: 02/29/12 | DMR Due Date: 03/28/12 | Status: Ready for Data Entry

Form NODI: C - No Discharge

| Param Code | Quality or Concentration | # of Ex. | Freq. of Analysis | Smpl. Type |
|------------|--------------------------|----------|-------------------|------------|
| 00300      | mg/L                     |          |                   |            |
| 00400      | Milligrams per Liter     |          | Twice Every Week  | GRAB-2     |
| 00530      | Standard Units           |          | Twice Every Week  | GRAB       |
| 00530      | mg/L                     |          |                   |            |
| 00530      | Pounds per Day           |          |                   |            |
| 00530      | Milligrams per Liter     |          | Weekly            | COMP24     |

Season: 2

NODI: C - No Discharge

1 - Effluent Gross

Season: 0

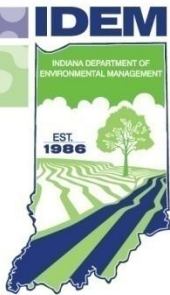
NODI: C - No Discharge

00530 Solids, total suspended

1 - Effluent Gross

Season: 2

Req. <= 5.6 Monthly <= 8.4 Maximum Weekly Pounds per Day <= 30 Monthly <= 45 Maximum Weekly Milligrams per Liter Weekly COMP24



## Enter DMR Data (3)

- Enter appropriate data in empty NetDMR boxes/blanks

Expand Header

Permit ID: **IN0038873** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: **02/29/12** | DMR Due Date: **03/28/12** | Status: **NetDMR Validated**

Form NODI:

| Parameter                  | NODI                    | Quantity or Loading | Quality or Concentration | # of Ex. | Freq. of Analysis          | Smpl. Type                    |                              |                      |   |                  |        |
|----------------------------|-------------------------|---------------------|--------------------------|----------|----------------------------|-------------------------------|------------------------------|----------------------|---|------------------|--------|
| Code                       | Name                    | Value 1             | Value 2                  | Units    | Value 1                    | Value 2                       | Value 3                      | Units                |   |                  |        |
| 00300                      | Oxygen, dissolved (DO)  |                     |                          |          | =                          |                               |                              | mg/L                 |   |                  |        |
| 1 - Effluent Gross         |                         |                     |                          |          | 10.5                       |                               |                              |                      | 0 | 01/07            | G2     |
| Season: 2                  |                         |                     |                          |          | >= 5 Daily Average Minimum |                               |                              | Milligrams per Liter |   | Twice Every Week | GRAB-2 |
| NODI: <input type="text"/> |                         |                     |                          |          |                            |                               |                              |                      |   |                  |        |
| 00400                      | pH                      |                     |                          |          | =                          |                               | =                            | SU                   |   |                  |        |
| 1 - Effluent Gross         |                         |                     |                          |          | 7.5                        | 8.2                           |                              |                      | 0 | 02/07            | GR     |
| Season: 0                  |                         |                     |                          |          | >= 6 Daily Minimum         |                               | <= 9 Daily Maximum           | Standard Units       |   | Twice Every Week | GRAB   |
| NODI: <input type="text"/> |                         |                     |                          |          |                            |                               |                              |                      |   |                  |        |
| 00530                      | Solids, total suspended |                     |                          |          | =                          |                               | =                            | mg/L                 |   |                  |        |
| 1 - Effluent Gross         |                         | 1.79                | 2.5                      | lb/d     |                            | 12.4                          | 10.6                         |                      | 0 | 01/07            | 24     |
| Season: 2                  |                         |                     |                          |          | <= 5.6 Monthly Average     | <= 8.4 Maximum Weekly Average |                              | Pounds per Day       |   |                  |        |
|                            |                         |                     |                          |          |                            |                               |                              |                      |   |                  |        |
|                            |                         |                     |                          |          |                            | <= 30 Monthly Average         | <= 45 Maximum Weekly Average | Milligrams per Liter |   | Weekly           | COMP24 |

Done

Internet 100%



## Enter DMR Data (4)

- If there is no data for one parameter, select the correct NODI code  
In this example, there was no daily flow due to a broken flow meter

| Req.    | Req Mon Monthly Average | Req Mon Maximum Weekly Average | Million Gallons per Day | Five Per Week | TOTALZ |
|---------|-------------------------|--------------------------------|-------------------------|---------------|--------|
| NODI: G | NODI: G                 | NODI: G                        |                         |               |        |

- If a NODI code is used, be sure to explain in Comments

**Comments**

Lightning struck flow meter, being repaired. Will be re-installed next week.  
Total Flow for month estimated.

**Attachments**



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# Use NODI codes Correctly

## No Data Indicated – NODI - Codes

- NODI codes that are most commonly used include:
  - C:** No Discharge (for a whole DMR outfall/Limit Set)
  - G:** Equipment Failure
  - E:** Analysis not Conducted
  - X:** Parameter not reported
  - 9:** Conditional Monitoring – Not Required this monitoring period
- Legitimate use of NODI “C” for a whole outfall (discharge point) does not need to be explained in Comments Section



## Add Comments when Needed

- Add a Comment whenever there is a limit excursion
  - The Comment may refer to an attached Noncompliance Report or Letter of Explanation
- The Comment may refer to other types of violations (e.g., noncompliant sampling frequency, etc.)

No results.

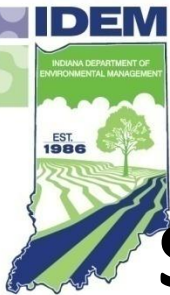
**Comments**

DO only sampled once during first week of the month due to frozen conditions.

**Attachments**

No results.





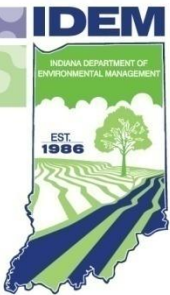
# Save & Continue and Error Messages

E-Mail: john.smith4369@gmail.com  
Date/Time: 02/27/12 9:57 EST

**Save & Continue** | Save & Exit | Sign & Submit | Cancel/Back to Search Results

- **Save & Continue every 20 minutes (at page bottom)**  
NetDMR times out every 30 minutes if no usage is detected
- **Errors will be identified after saving, if there are any**  
Some errors will need to be corrected and other errors (i.e., violations) will need to be acknowledged before DMR can be submitted.





## **Acknowledge/Correct Errors**

(The Parameter with the error will have a red exclamation point and a pink background)

- **Soft errors: Must Correct or Acknowledge**  
If violation is true select check box and Save
- **Hard Errors: Must Correct**
- **Check for Missing Data – Must acknowledge or use NODI code to explain missing data!**



## **Soft Errors**

- **Soft Errors include:**
- **Data value exceeds the permit limit**
- **Wrong Qualifier used (i.e., “>” instead of “<”)**
- **# of Excursions should be greater than “0”**
- **Re-selected units do not match parameter**  
(IDEM: as per permit, do not change units)



## Example of a Soft Error

- In this example, the Soft Error is true, therefore:  
Check the Acknowledge box(es) and Save & Submit

|                    |                                 |       |                        |                               |                           |      |                       |                              |                      |      |         |       |    |
|--------------------|---------------------------------|-------|------------------------|-------------------------------|---------------------------|------|-----------------------|------------------------------|----------------------|------|---------|-------|----|
| 80082              | BOD, carbonaceous, 05 day, 20 C | Smpl. | =                      | 4.5                           | 7.8                       | lb/d | =                     | 25                           | 43                   | mg/L | 2       | 01/07 | 24 |
| 1 - Effluent Gross |                                 |       |                        |                               |                           | List |                       |                              |                      | List |         |       |    |
| Season: 2          |                                 | Req.  | <= 4.7 Monthly Average | <= 7.5 Maximum Weekly Average | Pounds per Day            |      | <= 25 Monthly Average | <= 40 Maximum Weekly Average | Milligrams per Liter |      | Weekly  | COMP  |    |
| NODI:              |                                 | NODI  |                        |                               |                           |      |                       |                              |                      |      |         |       |    |
| 82220              | Flow, total                     | Smpl. | =                      | 0.989                         | Mgal/mo                   |      |                       |                              |                      |      | 0       | 01/30 | RT |
| 1 - Effluent Gross |                                 |       |                        |                               |                           | List |                       |                              |                      |      |         |       |    |
| Season: 0          |                                 | Req.  | Req Mon Monthly Total  |                               | Million Gallons per Month |      |                       |                              |                      |      | Monthly | RCOT  |    |
| NODI:              |                                 | NODI  |                        |                               |                           |      |                       |                              |                      |      |         |       |    |

| Code  | Name                            | Monitoring Location | Field                                   | Type | Description  | Acknowledge                         |
|-------|---------------------------------|---------------------|---|------|--|-------------------------------------|
| 80082 | BOD, carbonaceous, 05 day, 20 C | Effluent Gross      | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit. | <input checked="" type="checkbox"/> |
| 80082 | BOD, carbonaceous, 05 day, 20 C | Effluent Gross      | Quantity or Loading Sample Value 2      | Soft | The provided sample value is outside the permit limit. | <input checked="" type="checkbox"/> |

Comments

CBOD5 Noncompliance report attached



## **Hard Errors**

- **Hard Errors include:**
- **NODI code and measurement data were both entered for a parameter column**
- **Negative sign and Less Than Qualifier (“<”) were both used**
- **Unacceptable special characters were used**



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# Example of a Hard Error



- In this example, the Hard Error is due to data entry error: both measurement and NODI code were entered.
- By removing the NODI code "C" and clicking on "Save & Continue" the error will be removed

82220 Flow, total Smpl. 0.413 Mgal/mo 0 01/30 RT

1 - Effluent Gross

Season: 0 Req. Req Mon Monthly Total Million Gallons per Month Monthly RCOT

NODI: C NODI

**Edit Check Errors**

| Code  | Name        | Monitoring Location | Field                              | Type | Description   | Acknowledge |
|-------|-------------|---------------------|------------------------------------|------|---|-------------|
| 82220 | Flow, total | Effluent Gross      | Quantity or Loading Sample Value 2 | Hard | A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank. |             |
| 82220 | Flow, total | Effluent Gross      | Excursion Number                   | Hard | If a NODI is applied to a parameter, the number of excursions field must be blank.  |             |

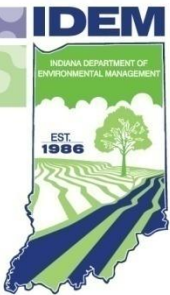
**Comments**



## **Attachments**

- Types of Documents allowed for NetDMR attachments (as per IDEM) are the corresponding:
  - Monthly Monitoring Reports - MMRs
  - Monthly Reports of Operation - MROs
  - 24 hour Non-Compliance Reports
    - must also be faxed, as per permit
  - Letter explaining violations, as per permit
  - State CSO DMR





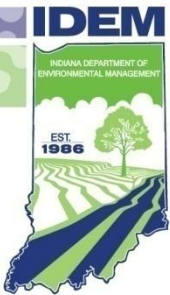
## **Attachments (2)**

- Most NPDES Wastewater **forms** are located at:  
[http://www.in.gov/idem/5157.htm#owq\\_wastewater](http://www.in.gov/idem/5157.htm#owq_wastewater)
  - Monthly Monitoring Reports - MMRs
  - Monthly Reports of Operation - MROs
  - 24 hour Non-Compliance Reports
- State CSO DMR forms are located at:  
<http://www.in.gov/idem/4897.htm>



## **Attachments (3)**

- In Indiana, the corresponding MMR or MRO are required to be submitted along with the DMR
  - Complete the MMR/MRO, preferably in Excel
- If there are CSO points, complete the state (traditional) CSO DMR form
- Print and sign the document(s) to be attached



## **Attachments (4)**

- Convert the document to be attached, to pdf:
- Ideally, the best time to convert the MMR/MRO, CSO, etc., to a PDF document is after it has been completed, printed, signed, and dated – scan and save as a PDF document
  - Or use PDF conversion software to convert the image file to PDF
- Remember where the pdf copy is saved on computer



## Attachments (5)

### Naming the Attachment and Size Restrictions

- When saving an attachment use the naming convention:  
**Permit ID\_Outfall Number\_DocumentType\_ Year\_Month**, i.e.:

|   |                           |
|---|---------------------------|
| IN0038873_001A_ <b>MRO</b> _2012_01     | For State MRO             |
| IN0001759_001A_ <b>MMR</b> _2012_01     | For State MMR             |
| IN0038873_001A_ <b>NCR</b> _2012_01     | For NonCompliance Report  |
| IN0023183_008C_ <b>CSO</b> _2012_01     | For State CSO DMR         |
| IN0023183_005AB_ <b>Letter</b> _2012_01 | For Violation Explanation |

- The following restrictions apply to all NetDMR attachments:
  - Each file may not be larger than 20 megabytes (approx 16 pgs.)
  - The File Name must **not** contain any spaces
  - The File Name must not contain any of these characters: “, \*, ‘, /



## Attachments (6)

- After data has been entered, and errors have been addressed  
Click on “Save & Continue” before adding attachment  
to prevent data loss
- If pdf MMR/MRO is ready to attach, click on “Add Attachment”
- On next screen click on “Browse”

### Attachments

Add Attachment

No results.

### Report Last Saved By

User: john.smith4369@gmail.com

### Add Attachment

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain spaces. Fields marked with \* are required.

File:\*

Browse...

Attach File

Cancel





## Attachments (7)

- When Browser opens, locate the correct MMR/MRO, etc.
- Double click on it (or select it and click on “Open” button)

### Add Attachment

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain spaces. Fields marked with \* are required.

File: \*

Browse...

#### Choose File to Upload

Look in: My Documents

| Name                       | Size  | Type                    | Date Modified |
|----------------------------|-------|-------------------------|---------------|
| IN0000132 NPSCO Bailly ... | 30 KB | Microsoft Office Exc... | 2/14/2011     |
| IN0038873_001A_2012_01     | 56 KB | Adobe Acrobat Doc...    | 2/23/2011     |

- The name and location of the MMR/MRO will appear in the blank
- Then click on “Attach File”

File: \*

C:\Documents and Settings\Rosem\My Documents\IN0038873\_001A\_2012\_01...

Browse...

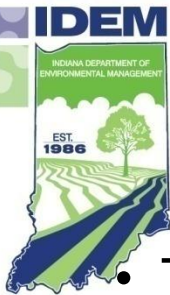
Attach File

Cancel



The attachment has been added.





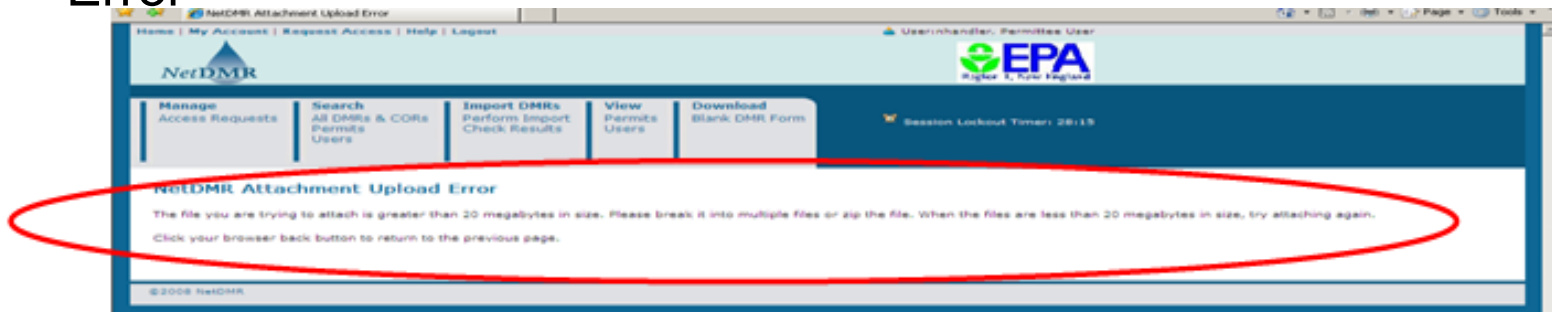
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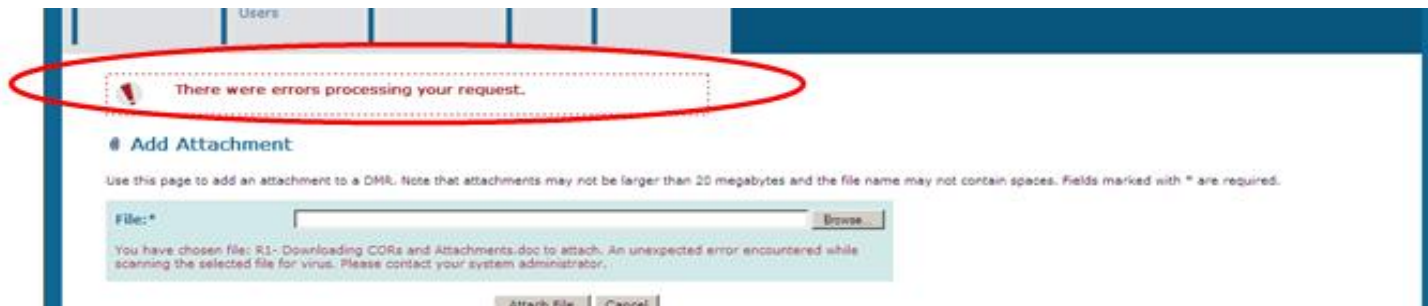


# Attachments (8)

- There will be an error message if there were problems loading the file (i.e., file was too large): “NetDMR Attachment Upload Error”



- There will be an error message if the Attachment name **has a space** or non-allowed character: “There were errors processing your request”





# **Sign and Submit DMRs**

- Individual Outfall – how to electronically sign
- Multiple Outfalls – how to electronically sign once for all outfalls
  - Locate and Select multiple DMRs
- NetDMR Submittal Confirmation
- Email Submittal Confirmation



## Sign the Individual DMR

- Upon completing the DMR, attach the applicable MMR/MRO (and/or Noncompliance Report or CSO):
- Scroll to the bottom of the screen and click “Sign & Submit”

**Attachments**

[Add Attachment](#)

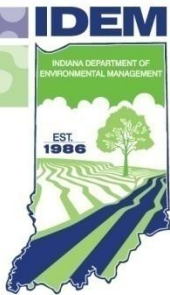
| File Name                                  | Type   | Size   | Remove            |
|--|--|--------|-------------------|
| <a href="#">IN0038873_001A_2012_01.pdf</a> | Portable document format: Adobe Acrobat File | < 1 MB | <a href="#">✖</a> |

**Report Last Saved By**

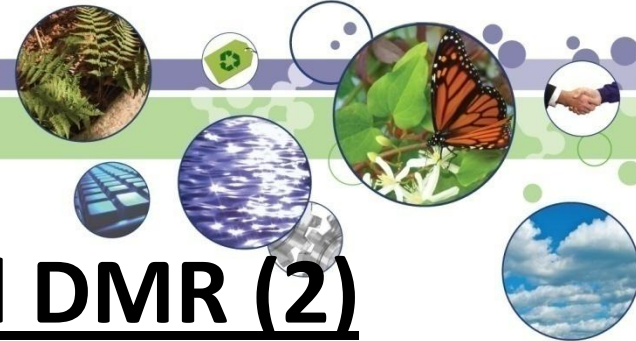
User: john.smith4369@gmail.com  
Name: John Smith  
E-Mail: john.smith4369@gmail.com  
Date/Time: 02/27/12 8:42 EST

[Save & Continue](#) | [Save & Exit](#) | **[Sign & Submit](#)** | [Cancel/Back to Search Results](#)

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# Sign & Submit Individual DMR (2)

- Check the boxes. Scroll to bottom of statement.
- Answer Security Question. Enter Password. Click on “Submit”

**Sign & Submit DMR**

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

| Include in Submission               | Add COR and Attachments to Email Notification | View Completed DMR | Permit ID ▲                | Facility                | Permitted Feature | Discharge # | Discharge Description   | Monitoring Period End Date | DMR Due Date | Status           |
|-------------------------------------|---|--------------------|----------------------------|-------------------------|-------------------|-------------|-------------------------|----------------------------|--------------|------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>                      |                    | IN0038873                  | DOE CREEK MIDDLE SCHOOL | 001               | 001-A       | DOE CREEK TO BUCK CREEK | 02/29/12                   | 03/28/12     | NetDMR Validated |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>           |                    | <b>Attachments</b>         |                         |                   |             |                         |                            |              |                  |
|                                     |   |                    | Name                       |                         |                   |             |                         | Type                       | Size         |                  |
|                                     |   |                    | IN0038873_001A_2012_01.pdf |                         |                   |             |                         | pdf                        | 56782        |                  |

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the*

**Password**

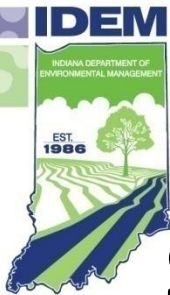


# Locate Multiple DMRs for Submittal

- If there are multiple outfalls, from the Home screen: click the Search tab titled “DMRs Ready to Submit”
- Search All DMRs or Search by Permit Number or Facility – Click on “Search”

The screenshot shows the IDEM web application interface. At the top, there is a navigation bar with tabs: "Permits Users", "Check Results", "Users", and "DMRs Ready to Submit". The "DMRs Ready to Submit" tab is selected and highlighted with a red box. Below the navigation bar, there is a search section titled "DMRs Ready to Submit". It includes a "Search:" label and a dropdown menu with options: "All DMRs & CORs", "DMRs Ready to Submit" (selected and highlighted with a red box), "Permit ID", and "Users". Below the dropdown, there is a text box with the value "IN0038873" and a "Search" button, both highlighted with red boxes. Below this, there is another text box with the value "DOE CREEK MIDDLE SCHOOL" and a "Search" button. At the bottom left, there is a green checkmark icon and the text "Pending Access Requests".

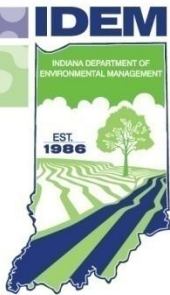




# Select Multiple DMRs for Signature

- Click the dropdown box beside each DMR to be submitted  
Select “Sign and Submit DMR”
- Or click “Check All” (to select all the DMRs to be signed)  
Select “Sign and Submit DMR”
- Click on “Go”

| Next Step(s)              | Permit ID | Facility                | Permitted Feature | Discharge # | Discharge Description   | Monitoring Period End Date | DMR Due Date | Status           | COR Received Date | Include in Batch Submit             | Include in Batch Download |
|---------------------------|-----------|-------------------------|-------------------|-------------|-------------------------|----------------------------|--------------|------------------|-------------------|-------------------------------------|---------------------------|
| Sign and Submit DMR<br>Go | IN0038873 | DOE CREEK MIDDLE SCHOOL | 001               | 001-A       | DOE CREEK TO BUCK CREEK | 02/29/12                   | 03/28/12     | NetDMR Validated | 02/23/12          | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |



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## Environmental Management

# Sign & Submit Multiple DMRs

- Check the boxes. Scroll to bottom of statement
- Answer Security Question – Enter Password
- Click on “Submit”

**Sign & Submit DMR**

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

| Include in Submission               | Add COR and Attachments to Email Notification | View Completed DMR | Permit ID ▲ | Facility                | Permitted Feature | Discharge # | Discharge Description   | Monitoring Period End Date | DMR Due Date | Status           |
|-------------------------------------|---|--------------------|-------------|-------------------------|-------------------|-------------|-------------------------|----------------------------|--------------|------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>                      |                    | IN0038873   | DOE CREEK MIDDLE SCHOOL | 001               | 001-A       | DOE CREEK TO BUCK CREEK | 02/29/12                   | 03/28/12     | NetDMR Validated |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>           |                    |             |                         |                   |             |                         |                            |              |                  |
| <b>Attachments</b>                  |   |                    |             |                         |                   |             |                         |                            |              |                  |
| Name                                |   |                    |             |                         |                   |             |                         | Type                       | Size         |                  |
| IN0038873_001A_2012_01.pdf          |   |                    |             |                         |                   |             |                         | pdf                        | 56782        |                  |

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the*

**Password**

\_\_\_\_\_  
\_\_\_\_\_



# NetDMR Submittal Confirmation

- A “Submission Confirmation” screen will be received after signing/submitting the DMR
  - DMR can be viewed or downloaded from this screen or from the corresponding email received.

**NetDMR** Management

**Manage** Access Requests | **Search** All DMRs & CORs Permits Users | **Import DMRs** Perform Import Check Results | **View** Permits Users | **Download** Blank DMR Form

Session Lockout Timer: 29:54

[View All CORs](#) | [Download All CORs](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

**Submission Confirmation - 7a8bbf88-b734-4f96-9b14-6ede1820e188**

Your submission has been received.

| Permit ID | Facility                | Permitted Feature | Discharge # | Discharge Description   | Monitoring Period End Date | DMR Due Date | View COR | Download COR | Download COR Signature |
|-----------|-------------------------|-------------------|-------------|-------------------------|----------------------------|--------------|----------|--------------|------------------------|
| IN0038873 | DOE CREEK MIDDLE SCHOOL | 001               | 001-A       | DOE CREEK TO BUCK CREEK | 02/29/12                   | 03/28/12     |          |              |                        |

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## Email Submittal Confirmation (2)

- Email notifications will confirm:
  - DMR has been submitted to NetDMR
  - NetDMR will forward the COR to EPA



NetDMR has received the signed DMR and created the Copy of Record (COR) for the DMR below. The submission will be forwarded for further processing.

Permit ID: IN0038873

Permitted Feature: 001

Discharge: A

Monitoring Period End Date: 02/29/12

COR Signature: 25849b0445c1fbe5484acf72a8e5f3

241a577beae24bc537c96f0b384e11ca29fa14e3cf40dde47129706035f  
446ff1120d30383593897a1b3da3254516182533eaa11bcf78e55b2e5b64  
d5f651e9227264633b2f59dc32f882d080d0eddc743fb51313a084a5f47c  
cd8d02ce18a3fd48c8ac57069c6b31fa2c3973e60c23a2

Attachments included in the COR: Yes



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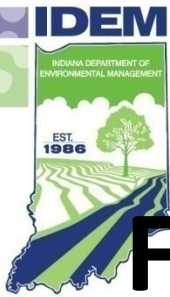
## Environmental Management



# For NetDMR Test Users:

- **If NetDMR with pdf MMR/MRO attachment was successfully received, IDEM will invite (via email) the NetDMR test user to use NetDMR live/production**
  - User will register and submit in NetDMR live
- **If NetDMR or MMR/MRO attachment was unsuccessfully received, IDEM will notify user to revise/re-submit DMR or MMR/MRO**
  - See “*NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*” at <http://www.in.gov/idem/6765.htm>





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# **For NetDMR Production Users:**

- **If NetDMR with pdf MMR/MRO attachment was successfully received by EPA, no paper DMR with MMR or MRO attachment needs to be mailed to IDEM**
- **If NetDMR or MMR/MRO attachment was unsuccessfully received, user will need to revise/re-submit DMR or MMR/MRO**
  - **To Revise a submitted NetDMR see next screen**



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# **IDEM NetDMR Training**

- For more information go to  
<http://www.in.gov/idem/6765.htm> for IDEM  
NetDMR training information:
  - *NetDMR Miscellaneous (Revise, Import, Print)*  
*Walk-Through*
    - Revise NetDMRs
    - Import Data to NetDMR
    - View/Print the completed NetDMR